

TestOut®

TestOut Pro Certified: Microsoft Word® – English 1.0.x

Objective Mappings:

MOS Word Associate 365 Apps and 2019 (MO-100)

MOS Word Expert 365 Apps and 2019 (MO-101)

Test Pro Certified: Microsoft Word® Advanced

Contents

This document contains three objective mappings. Click on a mapping to view its contents.

Objective Mapping: MOS Word Associate 365 Apps and 2019 (MO-100) Objectives to LabSim Section	3
Objective Mapping: LabSim Section to MOS Word Associate 365 Apps and 2019 (MO-100) Objectives	14
Objective Mapping: MOS Word Expert 365 Apps and 2019 (MO-101) Objectives to LabSim Section	43
Objective Mapping: LabSim Section to MOS Word Expert 365 Apps and 2019 (MO-101) Objectives	50
Objective Mapping: TestOut Pro Certified: Microsoft Word® Advanced Objectives to LabSim Section.....	74
Objective Mapping: LabSim Section to TestOut Pro Certified: Microsoft Word® Advanced Objectives.....	76

Objective Mapping: MOS Word Associate 365 Apps and 2019 (MO-100) Objectives to LabSim Section

The TestOut Pro Certified: Microsoft Word® course and certification exam cover the following Microsoft Word Associate 2019 (MO-100) objectives:

#	Domain	Resource
1.0	Manage Documents	
1.1	Navigate within documents	
	1.1.1 Search for text	2.4.1 Navigating Through a Word Document 2.4.4 Skills Lab: Navigate Files 3.4.5 Skills Lab: Edit Documents 7.2.1 Domain Practice - Manage Documents
	1.1.2 Link to locations within documents	2.4.1 Navigating Through a Word Document 2.4.4 Skills Lab: Navigate Files 3.4.5 Skills Lab: Edit Documents 7.2.1 Domain Practice - Manage Documents
	1.1.3 Move to specific locations and objects in documents	2.4.1 Navigating Through a Word Document 2.4.4 Skills Lab: Navigate Files
	1.1.4 Show and hide formatting symbols and hidden text	3.3.2 Indentation and Tabs 3.3.6 Skills Lab: Format Paragraphs 7.2.1 Domain Practice - Manage Documents
1.2	Format documents	
	1.2.1 Set up document pages	4.1.1 Page Layout Options 4.1.5 Skills Lab: Format Pages 7.2.1 Domain Practice - Manage Documents

	1.2.2 Apply style sets	4.4.2 Themes and Style Sets 4.4.5 Skills Lab: Use Themes, Styles, and Templates 7.2.1 Domain Practice - Manage Documents
	1.2.3 Insert and modify headers and footers	5.2.1 Headers and Footers 5.2.2 Header and Footer Options 5.2.6 Skills Lab: Manage Headers, Footers, and Sections 7.2.1 Domain Practice - Manage Documents
	Insert header and footer elements	7.2.1 Domain Practice - Manage Documents
	Add built-in headers and footers	7.2.1 Domain Practice - Manage Documents
	Make the first page different	7.2.1 Domain Practice - Manage Documents
	Make odd and even pages different	
	1.2.4 Configure page background elements	4.1.4 Page Formatting Facts 4.1.5 Skills Lab: Format Pages 7.2.1 Domain Practice - Manage Documents
	Add watermarks	
	Add page borders	7.2.1 Domain Practice - Manage Documents
1.3	Save and share documents	
	1.3.1 Save documents in alternative file formats	2.1.5 Backstage View Options 2.1.8 Skills Lab: Get Started with Office 3.1.3 Document File Formats 7.2.1 Domain Practice - Manage Documents
	1.3.2 Modify basic document properties	2.1.8 Skills Lab: Get Started with Office 7.2.1 Domain Practice - Manage Documents

	1.3.3 Modify print settings	2.3.1 Printing Options in Office Applications 2.3.3 Skills Lab: Print Files 3.1.4 Word Printing Tips 3.1.7 Skills Lab: Create Documents
	Print collated and uncollated	
	Print one sided and two sided	
	Print multiple pages per sheet	
	1.3.4 Share documents electronically	5.3.2 Distributing Files
1.4	Inspect documents for issues	
	1.4.1 Locate and remove hidden properties and personal information	5.3.2 Distributing Files 5.3.4 Skills Lab: Use Collaboration Features 7.2.1 Domain Practice - Manage Documents
	1.4.2 Locate and correct accessibility issues	5.3.2 Distributing Files 5.3.4 Skills Lab: Use Collaboration Features 7.2.1 Domain Practice - Manage Documents
	1.4.3 Locate and correct compatibility issues	5.3.2 Distributing Files
2.0	Insert and Format Text, Paragraphs, and Sections	
2.1	Insert text and paragraphs	
	2.1.1 Find and replace text	2.4.1 Navigating Through a Word Document 2.4.4 Skills Lab: Navigate Files 7.2.2 Domain Practice - Insert and Format Text, Paragraphs, and Sections
	2.1.2 Insert symbols and special characters	4.2.3 Building Blocks and Other Elements

		4.2.6 Skills Lab: Insert Illustrations 7.2.2 Domain Practice - Insert and Format Text, Paragraphs, and Sections
2.2	Format text and paragraphs	
	2.2.1 Apply text effects	3.2.1 Font Changes 3.2.4 Skills Lab: Modify Fonts 7.2.2 Domain Practice - Insert and Format Text, Paragraphs, and Sections
	2.2.2 Apply formatting by using Format Painter	7.2.2 Domain Practice - Insert and Format Text, Paragraphs, and Sections
	2.2.3 Set line and paragraph spacing and indentation	3.3.1 Paragraph and Line Spacing 3.3.2 Indentation and Tabs 3.3.6 Skills Lab: Format Paragraphs 7.2.2 Domain Practice - Insert and Format Text, Paragraphs, and Sections
	2.2.4 Apply built-in styles to text	4.4.1 Word Styles 4.4.5 Skills Lab: Use Themes, Styles, and Templates 7.2.2 Domain Practice - Insert and Format Text, Paragraphs, and Sections
	2.2.5 Clear formatting	3.3.4 Paragraph Borders and Shading 3.3.6 Skills Lab: Format Paragraphs 7.2.2 Domain Practice - Insert and Format Text, Paragraphs, and Sections
2.3	Create and configure document sections	
	2.3.1 Format text in multiple columns	4.1.1 Page Layout Options 4.1.5 Skills Lab: Format Pages 7.2.2 Domain Practice - Insert and Format Text, Paragraphs, and Sections

	2.3.2 Insert page, section, and column breaks	4.1.2 Page and Column Breaks 4.1.5 Skills Lab: Format Pages 5.2.3 Next Page Section Breaks 5.2.4 Continuous Section Breaks 5.2.6 Skills Lab: Manage Headers, Footers, and Sections 7.2.2 Domain Practice - Insert and Format Text, Paragraphs, and Sections
	2.3.3 Change page setup options for a section	4.1.1 Page Layout Options 4.1.5 Skills Lab: Format Pages 5.2.3 Next Page Section Breaks 5.2.4 Continuous Section Breaks 5.2.6 Skills Lab: Manage Headers, Footers, and Sections
	Change columns, margins, and page orientation for a section	
	Change columns, margins, and page orientation "From this point forward"	
3.0	Manage Tables and Lists	
3.1	Create tables	
	3.1.1 Convert text to tables	4.3.3 Advanced Table Formatting 4.3.5 Skills Lab: Create and Format Tables 7.2.3 Domain Practice - Manage Tables and Lists
	3.1.2 Convert tables to text	4.3.2 Table Formatting 7.2.3 Domain Practice - Manage Tables and Lists
	3.1.3 Create tables by specifying rows and columns	4.3.1 Word Tables 4.3.5 Skills Lab: Create and Format Tables 7.2.3 Domain Practice - Manage Tables and Lists

3.2	Modify tables	
	3.2.1 Sort table data	4.3.3 Advanced Table Formatting 7.2.3 Domain Practice - Manage Tables and Lists
	3.2.2 Configure cell margins and spacing	4.3.3 Advanced Table Formatting 7.2.3 Domain Practice - Manage Tables and Lists
	3.2.3 Merge and split cells	4.3.1 Word Tables 4.3.5 Skills Lab: Create and Format Tables 7.2.3 Domain Practice - Manage Tables and Lists
	3.2.4 Resize tables, rows, and columns	4.3.1 Word Tables 4.3.5 Skills Lab: Create and Format Tables 7.2.3 Domain Practice - Manage Tables and Lists
	3.2.5 Split tables	4.3.3 Advanced Table Formatting
	3.2.6 Configure a repeating row header	4.3.3 Advanced Table Formatting
3.3	Create and modify lists	
	3.3.1 Format paragraphs as numbered and bulleted lists	3.3.3 Bulleted and Numbered Lists 3.3.6 Skills Lab: Format Paragraphs 7.2.3 Domain Practice - Manage Tables and Lists
	3.3.2 Change bullet characters and number formats	3.3.3 Bulleted and Numbered Lists 3.3.6 Skills Lab: Format Paragraphs 7.2.3 Domain Practice - Manage Tables and Lists
	3.3.3 Define custom bullet characters and number formats	3.3.5 Paragraph Formatting Facts 7.2.3 Domain Practice - Manage Tables and Lists
	Use an image as a bullet	

	Use a character from a different font as a bullet	7.2.3 Domain Practice - Manage Tables and Lists
	3.3.4 Increase and decrease list levels	3.3.3 Bulleted and Numbered Lists 7.2.3 Domain Practice - Manage Tables and Lists
	3.3.5 Restart and continue list numbering	3.3.3 Bulleted and Numbered Lists 7.2.3 Domain Practice - Manage Tables and Lists
	3.3.6 Set starting number values	3.3.5 Paragraph Formatting Facts 7.2.3 Domain Practice - Manage Tables and Lists
4.0	Create and Manage References	
4.1	Create and manage reference elements	
	4.1.1 Insert footnotes and endnotes	5.1.2 Footnotes, Endnotes, and Advanced Citations 5.1.5 Skills Lab: Manage References 7.2.4 Domain Practice - Create and Manage References
	4.1.2 Modify footnote and endnote properties	5.1.2 Footnotes, Endnotes, and Advanced Citations 5.1.5 Skills Lab: Manage References 7.2.4 Domain Practice - Create and Manage References
	Convert footnotes to endnotes	7.2.4 Domain Practice - Create and Manage References
	Convert endnotes to footnotes	
	4.1.3 Create and modify bibliography citation sources	5.1.1 Citations and References 5.1.2 Footnotes, Endnotes, and Advanced Citations 5.1.5 Skills Lab: Manage References 7.2.4 Domain Practice - Create and Manage References
	4.1.4 Insert citations for bibliographies	5.1.1 Citations and References 5.1.5 Skills Lab: Manage References 7.2.4 Domain Practice - Create and Manage References

	Insert citations for books and articles	
	Insert placeholder citations	7.2.4 Domain Practice - Create and Manage References
4.2	Create and manage reference tables	
	4.2.1 Insert tables of contents	5.1.3 Table of Contents 7.2.4 Domain Practice - Create and Manage References
	4.2.2 Customize tables of contents	5.1.3 Table of Contents 7.2.4 Domain Practice - Create and Manage References
	Show page numbers	
	Modify tab leader	
	Change number of shown levels	7.2.4 Domain Practice - Create and Manage References
	4.2.3 Insert bibliographies	5.1.5 Skills Lab: Manage References 7.2.4 Domain Practice - Create and Manage References
5.0	Insert and Format Graphic Elements	
5.1	Insert illustrations and text boxes	
	5.1.1 Insert shapes	2.5.2 Formatting Shapes 2.5.5 Skills Lab: Work with Objects 4.2.2 Illustration Formatting 4.2.6 Skills Lab: Insert Illustrations 7.2.5 Domain Practice - Insert and Format Graphic Elements
	5.1.2 Insert pictures	2.5.1 Formatting Images 2.5.5 Skills Lab: Work with Objects 4.2.2 Illustration Formatting 4.2.6 Skills Lab: Insert Illustrations

		7.2.5 Domain Practice - Insert and Format Graphic Elements
	5.1.3 Insert 3D models	4.2.4 3D Models 7.2.5 Domain Practice - Insert and Format Graphic Elements
	5.1.4 Insert SmartArt graphics	
	5.1.5 Insert screenshots and screen clippings	4.2.5 Word Illustration Facts
	5.1.6 Insert text boxes	2.5.1 Formatting Images
5.2	Format illustrations and text boxes	
	5.2.1 Apply artistic effects	2.5.1 Formatting Images 7.2.5 Domain Practice - Insert and Format Graphic Elements
	5.2.2 Apply picture effects and picture styles	2.5.1 Formatting Images 2.5.5 Skills Lab: Work with Objects 4.2.6 Skills Lab: Insert Illustrations 7.2.5 Domain Practice - Insert and Format Graphic Elements
	5.2.3 Remove picture backgrounds	4.2.5 Word Illustration Facts
	5.2.4 Format graphic elements	2.5.2 Formatting Shapes 2.5.5 Skills Lab: Work with Objects 4.2.2 Illustration Formatting 4.2.6 Skills Lab: Insert Illustrations 7.2.5 Domain Practice - Insert and Format Graphic Elements
	5.2.5 Format SmartArt graphics	2.5.3 SmartArt 7.2.5 Domain Practice - Insert and Format Graphic Elements
	5.2.6 Format 3D models	4.2.4 3D Models 7.2.5 Domain Practice - Insert and Format Graphic Elements

5.3	Add text to graphic elements	
	5.3.1 Add and modify text in text boxes	2.5.1 Formatting Images
	5.3.2 Add and modify text in shapes	4.2.2 Illustration Formatting 4.2.6 Skills Lab: Insert Illustrations 7.2.5 Domain Practice - Insert and Format Graphic Elements
	5.3.3 Add and modify SmartArt graphic content	2.5.3 SmartArt 7.2.5 Domain Practice - Insert and Format Graphic Elements
5.4	Modify graphic elements	
	5.4.1 Position objects	2.5.1 Formatting Images 2.5.5 Skills Lab: Work with Objects 4.2.1 Text Wrap Options 4.2.2 Illustration Formatting 7.2.5 Domain Practice - Insert and Format Graphic Elements
	Position objects with the mouse	
	Position objects with alignment tools	7.2.5 Domain Practice - Insert and Format Graphic Elements
	5.4.2 Wrap text around objects	4.2.1 Text Wrap Options 4.2.6 Skills Lab: Insert Illustrations 7.2.5 Domain Practice - Insert and Format Graphic Elements
	5.4.3 Add alternative text to objects for accessibility	5.3.2 Distributing Files 7.2.5 Domain Practice - Insert and Format Graphic Elements
6.0	Manage Document Collaboration	
6.1	Add and manage comments	
	6.1.1 Add comments	5.3.1 Track Changes and Comments

	6.1.2 Review and reply to comments	5.3.1 Track Changes and Comments
	6.1.3 Resolve comments	5.3.1 Track Changes and Comments 7.2.6 Domain Practice - Manage Document Collaboration
	6.1.4 Delete comments	5.3.1 Track Changes and Comments 7.2.6 Domain Practice - Manage Document Collaboration
6.2	Manage change tracking	
	6.2.1 Track changes	5.3.1 Track Changes and Comments 5.3.4 Skills Lab: Use Collaboration Features 7.2.6 Domain Practice - Manage Document Collaboration
	6.2.2 Review tracked changes	5.3.1 Track Changes and Comments 5.3.4 Skills Lab: Use Collaboration Features 7.2.6 Domain Practice - Manage Document Collaboration
	6.2.3 Accept and reject tracked changes	5.3.1 Track Changes and Comments 5.3.4 Skills Lab: Use Collaboration Features 7.2.6 Domain Practice - Manage Document Collaboration
	6.2.4 Lock and unlock change tracking	5.3.1 Track Changes and Comments 5.3.3 Collaboration Facts 5.3.4 Skills Lab: Use Collaboration Features

Objective Mapping: LabSim Section to MOS Word Associate 365 Apps and 2019 (MO-100) Objectives

The TestOut Pro Certified: Microsoft Word® course covers the following Microsoft Word Associate 2019 (MO-100) exam objectives:

Section	Title	Objectives
1.0	Course Overview	
1.1	Word and the Microsoft Office Suite	
1.1.1	The Microsoft Office Suite	
1.1.2	Introduction to Microsoft Word	
1.1.3	Word Tasks Overview	
1.2	Course Features	
1.2.1	Introduction to TestOut's Microsoft Word® Course	
1.2.2	Course Overview	
1.2.3	Course Objectives	
1.2.4	Tips for Mac Users	
1.2.5	Using the Simulated Labs	
1.2.6	Keyboard Shortcuts in Labs	
1.2.7	Tips for Chromebook Users	
2.0	Common Office Features	
2.1	Getting Started with Office	

2.1.1	Microsoft Office Versions	
2.1.2	Learning Office Applications	
2.1.3	The Ribbon	
2.1.4	Beyond the Ribbon	
2.1.5	Backstage View Options	1.3 Save and share documents 1.3.1 Save documents in alternative file formats
2.1.6	Common Office Application Features	
2.1.7	Desktop vs. Web Applications	
2.1.8	Skills Lab: Get Started with Office	1.3 Save and share documents 1.3.1 Save documents in alternative file formats 1.3.2 Modify basic document properties
2.1.9	Challenge Lab: Get Started with Office	
2.2	Customizing Views and Options	
2.2.1	Document Views	
2.2.2	Customizing Toolbars and Ribbons	
2.2.3	Customization Facts	
2.2.4	Skills Lab: Customize Views and Options	
2.2.5	Challenge Lab: Customize Views and Options	
2.3	Printing Files	

2.3.1	Printing Options in Office Applications	1.3 Save and share documents 1.3.3 Modify print settings
2.3.2	Office Printing Facts	
2.3.3	Skills Lab: Print Files	1.3 Save and share documents 1.3.3 Modify print settings
2.3.4	Challenge Lab: Print Files	
2.4	Navigating Files	
2.4.1	Navigating Through a Word Document	1.1 Navigate within documents 1.1.1 Search for text 1.1.2 Link to locations within documents 1.1.3 Move to specific locations and objects in documents 2.1 Insert text and paragraphs 2.1.1 Find and replace text
2.4.2	Navigating Through an Excel Workbook	
2.4.3	Navigation Facts	
2.4.4	Skills Lab: Navigate Files	1.1 Navigate within documents 1.1.1 Search for text 1.1.2 Link to locations within documents 1.1.3 Move to specific locations and objects in documents 2.1 Insert text and paragraphs 2.1.1 Find and replace text

2.4.5	Challenge Lab: Navigate Files	
2.5	Working with Objects	
2.5.1	Formatting Images	<p>5.1 Insert illustrations and text boxes</p> <p>5.1.2 Insert pictures 5.1.6 Insert text boxes</p> <p>5.2 Format illustrations and text boxes</p> <p>5.2.1 Apply artistic effects 5.2.2 Apply picture effects and picture styles</p> <p>5.3 Add text to graphic elements</p> <p>5.3.1 Add and modify text in text boxes</p> <p>5.4 Modify graphic elements</p> <p>5.4.1 Position objects</p>
2.5.2	Formatting Shapes	<p>5.1 Insert illustrations and text boxes</p> <p>5.1.1 Insert shapes</p> <p>5.2 Format illustrations and text boxes</p> <p>5.2.4 Format graphic elements</p>

2.5.3	SmartArt	<p>5.2 Format illustrations and text boxes</p> <p>5.2.5 Format SmartArt graphics</p> <p>5.3 Add text to graphic elements</p> <p>5.3.3 Add and modify SmartArt graphic content</p>
2.5.4	Object Formatting Facts	
2.5.5	Skills Lab: Work with Objects	<p>5.1 Insert illustrations and text boxes</p> <p>5.1.1 Insert shapes</p> <p>5.1.2 Insert pictures</p> <p>5.2 Format illustrations and text boxes</p> <p>5.2.2 Apply picture effects and picture styles</p> <p>5.2.4 Format graphic elements</p> <p>5.4 Modify graphic elements</p> <p>5.4.1 Position objects</p>
2.5.6	Challenge Lab: Work with Objects	
3.0	Document and Text Basics	
3.1	Creating Documents and Using the Clipboard	
3.1.1	Text Selection	
3.1.2	The Clipboard	
3.1.3	Document File Formats	<p>1.3 Save and share documents</p> <p>1.3.1 Save documents in alternative file formats</p>

3.1.4	Word Printing Tips	1.3 Save and share documents 1.3.3 Modify print settings
3.1.5	Text Importing	
3.1.6	Document Creation Facts	
3.1.7	Skills Lab: Create Documents	1.3 Save and share documents 1.3.3 Modify print settings
3.1.8	Challenge Lab: Create Documents	
3.1.9	Document Creation Tips	
3.1.10	Applied Lab: Prepare a Business Memo	
3.1.11	Applied Lab: Reorganize Class Notes	
3.2	Modifying Fonts	
3.2.1	Font Changes	2.2 Format text and paragraphs 2.2.1 Apply text effects
3.2.2	Font Choices	
3.2.3	Font Facts	
3.2.4	Skills Lab: Modify Fonts	2.2 Format text and paragraphs 2.2.1 Apply text effects
3.2.5	Challenge Lab: Modify Fonts	

3.2.6	Font Tips	
3.2.7	Applied Lab: Prepare a Resume	
3.2.8	Applied Lab: Format a Math Worksheet	
3.3	Formatting Paragraphs	
3.3.1	Paragraph and Line Spacing	<p>2.2 Format text and paragraphs</p> <p>2.2.3 Set line and paragraph spacing and indentation</p>
3.3.2	Indentation and Tabs	<p>1.1 Navigate within documents</p> <p>1.1.4 Show and hide formatting symbols and hidden text</p> <p>2.2 Format text and paragraphs</p> <p>2.2.3 Set line and paragraph spacing and indentation</p>
3.3.3	Bulleted and Numbered Lists	<p>3.3 Create and modify lists</p> <p>3.3.1 Format paragraphs as numbered and bulleted lists</p> <p>3.3.2 Change bullet characters and number formats</p> <p>3.3.4 Increase and decrease list levels</p> <p>3.3.5 Restart and continue list numbering</p>
3.3.4	Paragraph Borders and Shading	<p>2.2 Format text and paragraphs</p> <p>2.2.5 Clear formatting</p>
3.3.5	Paragraph Formatting Facts	<p>3.3 Create and modify lists</p> <p>3.3.3 Define custom bullet characters and number formats</p> <p>3.3.6 Set starting number values</p>

3.3.6	Skills Lab: Format Paragraphs	<p>1.1 Navigate within documents</p> <p>1.1.4 Show and hide formatting symbols and hidden text</p> <p>2.2 Format text and paragraphs</p> <p>2.2.3 Set line and paragraph spacing and indentation 2.2.5 Clear formatting</p> <p>3.3 Create and modify lists</p> <p>3.3.1 Format paragraphs as numbered and bulleted lists 3.3.2 Change bullet characters and number formats</p>
3.3.7	Challenge Lab: Format Paragraphs	
3.3.8	Paragraph Formatting Tips	
3.3.9	Applied Lab: Format Research Paper Paragraphs	
3.3.10	Applied Lab: Format Lists	
3.4	Editing Documents	
3.4.1	AutoCorrect Options	
3.4.2	Spell Checking	
3.4.3	The Thesaurus	
3.4.4	Document Editing Facts	
3.4.5	Skills Lab: Edit Documents	<p>1.1 Navigate within documents</p> <p>1.1.1 Search for text 1.1.2 Link to locations within documents</p>

3.4.6	Challenge Lab: Edit Documents	
3.4.7	Document Editing Tips	
3.4.8	Applied Lab: Edit an Essay	
3.4.9	Applied Lab: Edit a Newspaper Article	
4.0	Document Formatting and Graphics	
4.1	Formatting Pages	
4.1.1	Page Layout Options	<p>1.2 Format documents</p> <p>1.2.1 Set up document pages</p> <p>2.3 Create and configure document sections</p> <p>2.3.1 Format text in multiple columns</p> <p>2.3.3 Change page setup options for a section</p>
4.1.2	Page and Column Breaks	<p>2.3 Create and configure document sections</p> <p>2.3.2 Insert page, section, and column breaks</p>
4.1.3	Tab Stops	
4.1.4	Page Formatting Facts	<p>1.2 Format documents</p> <p>1.2.4 Configure page background elements</p>
4.1.5	Skills Lab: Format Pages	<p>1.2 Format documents</p> <p>1.2.1 Set up document pages</p> <p>1.2.4 Configure page background elements</p>

		<p>2.3 Create and configure document sections</p> <p>2.3.1 Format text in multiple columns 2.3.2 Insert page, section, and column breaks 2.3.3 Change page setup options for a section</p>
4.1.6	Challenge Lab: Format Pages	
4.1.7	Page Formatting Tips	
4.1.8	Applied Lab: Format a Report Draft	
4.1.9	Applied Lab: Format a Music Program	
4.2	Inserting Illustrations and Other Elements	
4.2.1	Text Wrap Options	<p>5.4 Modify graphic elements</p> <p>5.4.1 Position objects 5.4.2 Wrap text around objects</p>
4.2.2	Illustration Formatting	<p>5.1 Insert illustrations and text boxes</p> <p>5.1.1 Insert shapes 5.1.2 Insert pictures</p> <p>5.2 Format illustrations and text boxes</p> <p>5.2.4 Format graphic elements</p> <p>5.3 Add text to graphic elements</p> <p>5.3.2 Add and modify text in shapes</p> <p>5.4 Modify graphic elements</p> <p>5.4.1 Position objects</p>

4.2.3	Building Blocks and Other Elements	<p>2.1 Insert text and paragraphs</p> <p>2.1.2 Insert symbols and special characters</p>
4.2.4	3D Models	<p>5.1 Insert illustrations and text boxes</p> <p>5.1.3 Insert 3D models</p> <p>5.2 Format illustrations and text boxes</p> <p>5.2.6 Format 3D models</p>
4.2.5	Word Illustration Facts	<p>5.1 Insert illustrations and text boxes</p> <p>5.1.5 Insert screenshots and screen clippings</p> <p>5.2 Format illustrations and text boxes</p> <p>5.2.3 Remove picture backgrounds</p>
4.2.6	Skills Lab: Insert Illustrations	<p>2.1 Insert text and paragraphs</p> <p>2.1.2 Insert symbols and special characters</p> <p>5.1 Insert illustrations and text boxes</p> <p>5.1.1 Insert shapes</p> <p>5.1.2 Insert pictures</p> <p>5.2 Format illustrations and text boxes</p> <p>5.2.2 Apply picture effects and picture styles</p> <p>5.2.4 Format graphic elements</p> <p>5.3 Add text to graphic elements</p> <p>5.3.2 Add and modify text in shapes</p>

		<p>5.4 Modify graphic elements</p> <p>5.4.2 Wrap text around objects</p>
4.2.7	Challenge Lab: Insert Illustrations	
4.2.8	Word Illustration Tips	
4.2.9	Applied Lab: Insert Images for a Poster	
4.2.10	Applied Lab: Insert Images for a Flyer	
4.3	Creating and Formatting Tables	
4.3.1	Word Tables	<p>3.1 Create tables</p> <p>3.1.3 Create tables by specifying rows and columns</p> <p>3.2 Modify tables</p> <p>3.2.3 Merge and split cells</p> <p>3.2.4 Resize tables, rows, and columns</p>
4.3.2	Table Formatting	<p>3.1 Create tables</p> <p>3.1.2 Convert tables to text</p>
4.3.3	Advanced Table Formatting	<p>3.1 Create tables</p> <p>3.1.1 Convert text to tables</p> <p>3.2 Modify tables</p> <p>3.2.1 Sort table data</p> <p>3.2.2 Configure cell margins and spacing</p> <p>3.2.5 Split tables</p> <p>3.2.6 Configure a repeating row header</p>

4.3.4	Word Table Facts	
4.3.5	Skills Lab: Create and Format Tables	3.1 Create tables 3.1.1 Convert text to tables 3.1.3 Create tables by specifying rows and columns 3.2 Modify tables 3.2.3 Merge and split cells 3.2.4 Resize tables, rows, and columns
4.3.6	Challenge Lab: Create and Format Tables	
4.3.7	Word Table Tips	
4.3.8	Applied Lab: Format a Calendar	
4.3.9	Applied Lab: Format Tables for a Sales Report	
4.4	Using Themes, Styles, and Templates	
4.4.1	Word Styles	2.2 Format text and paragraphs 2.2.4 Apply built-in styles to text
4.4.2	Themes and Style Sets	1.2 Format documents 1.2.2 Apply style sets
4.4.3	Word Templates	
4.4.4	Word Theme & Style Facts	
4.4.5	Skills Lab: Use Themes, Styles, and Templates	1.2 Format documents

		<p>1.2.2 Apply style sets</p> <p>2.2 Format text and paragraphs</p> <p>2.2.4 Apply built-in styles to text</p>
4.4.6	Challenge Lab: Use Themes, Styles, and Templates	
4.4.7	Word Theme & Style Tips	
4.4.8	Applied Lab: Create a Certificate Using a Template	
4.4.9	Applied Lab: Format a Newsletter	
5.0	Academic and Workplace Features	
5.1	Managing References	
5.1.1	Citations and References	<p>4.1 Create and manage reference elements</p> <p>4.1.3 Create and modify bibliography citation sources</p> <p>4.1.4 Insert citations for bibliographies</p>
5.1.2	Footnotes, Endnotes, and Advanced Citations	<p>4.1 Create and manage reference elements</p> <p>4.1.1 Insert footnotes and endnotes</p> <p>4.1.2 Modify footnote and endnote properties</p> <p>4.1.3 Create and modify bibliography citation sources</p>
5.1.3	Table of Contents	<p>4.2 Create and manage reference tables</p> <p>4.2.1 Insert tables of contents</p> <p>4.2.2 Customize tables of contents</p>
5.1.4	Reference Facts	

5.1.5	Skills Lab: Manage References	<p>4.1 Create and manage reference elements</p> <p>4.1.1 Insert footnotes and endnotes 4.1.2 Modify footnote and endnote properties 4.1.3 Create and modify bibliography citation sources 4.1.4 Insert citations for bibliographies</p> <p>4.2 Create and manage reference tables</p> <p>4.2.3 Insert bibliographies</p>
5.1.6	Challenge Lab: Manage References	
5.1.7	Reference Tips	
5.1.8	Applied Lab: Manage Essay References	
5.1.9	Applied Lab: Add References to Research Report	
5.2	Managing Headers, Footers, and Sections	
5.2.1	Headers and Footers	<p>1.2 Format documents</p> <p>1.2.3 Insert and modify headers and footers</p>
5.2.2	Header and Footer Options	<p>1.2 Format documents</p> <p>1.2.3 Insert and modify headers and footers</p>
5.2.3	Next Page Section Breaks	<p>2.3 Create and configure document sections</p> <p>2.3.2 Insert page, section, and column breaks 2.3.3 Change page setup options for a section</p>
5.2.4	Continuous Section Breaks	<p>2.3 Create and configure document sections</p> <p>2.3.2 Insert page, section, and column breaks</p>

		2.3.3 Change page setup options for a section
5.2.5	Word Header, Footer, & Section Facts	
5.2.6	Skills Lab: Manage Headers, Footers, and Sections	<p>1.2 Format documents</p> <p>1.2.3 Insert and modify headers and footers</p> <p>2.3 Create and configure document sections</p> <p>2.3.2 Insert page, section, and column breaks</p> <p>2.3.3 Change page setup options for a section</p>
5.2.7	Challenge Lab: Manage Headers, Footers, and Sections	
5.2.8	Word Header, Footer, & Section Tips	
5.2.9	Applied Lab: Format a Research Paper with Sections	
5.2.10	Applied Lab: Format a Survey Report	
5.3	Using Office Collaboration Features	
5.3.1	Track Changes and Comments	<p>6.1 Add and manage comments</p> <p>6.1.1 Add comments</p> <p>6.1.2 Review and reply to comments</p> <p>6.1.3 Resolve comments</p> <p>6.1.4 Delete comments</p> <p>6.2 Manage change tracking</p> <p>6.2.1 Track changes</p> <p>6.2.2 Review tracked changes</p> <p>6.2.3 Accept and reject tracked changes</p> <p>6.2.4 Lock and unlock change tracking</p>

5.3.2	Distributing Files	<p>1.3 Save and share documents</p> <p>1.3.4 Share documents electronically</p> <p>1.4 Inspect documents for issues</p> <p>1.4.1 Locate and remove hidden properties and personal information</p> <p>1.4.2 Locate and correct accessibility issues</p> <p>1.4.3 Locate and correct compatibility issues</p> <p>5.4 Modify graphic elements</p> <p>5.4.3 Add alternative text to objects for accessibility</p>
5.3.3	Collaboration Facts	<p>6.2 Manage change tracking</p> <p>6.2.4 Lock and unlock change tracking</p>
5.3.4	Skills Lab: Use Collaboration Features	<p>1.4 Inspect documents for issues</p> <p>1.4.1 Locate and remove hidden properties and personal information</p> <p>1.4.2 Locate and correct accessibility issues</p> <p>6.2 Manage change tracking</p> <p>6.2.1 Track changes</p> <p>6.2.2 Review tracked changes</p> <p>6.2.3 Accept and reject tracked changes</p> <p>6.2.4 Lock and unlock change tracking</p>
5.3.5	Challenge Lab: Use Collaboration Features	
5.3.6	Collaboration Tips	
5.3.7	Applied Lab: Prepare a Business Memo for Distribution	

5.3.8	Applied Lab: Prepare an Online Resume	
6.0	Word Associate Live Projects	
6.1	Word Live Projects	
6.1.1	How to Use Word Live Projects	
6.1.2	Installing the Optional Task Guide in Word	
6.1.3	Additional Tips for Word Live Projects	
6.1.4	Word Project: Create an Event Flyer	
6.1.5	Word Project: Format a Sales Report	
6.1.6	Word Project: Format and Add Citations for a White Paper	
7.0	MOS Word Associate (MO-100) Practice Exams	
7.1	Preparing for MOS Certification	
7.1.1	Preparing for the MOS Exams	
7.1.2	Performing Unfamiliar Tasks	
7.1.3	Using TestOut MOS Practice Exams	
7.1.4	MOS Exam Objectives	
7.1.5	Taking an MOS Exam	
7.2	Domain Practice Labs: Word Associate 2019 (MO-100)	
7.2.1	Domain Practice - Manage Documents	1.1 Navigate within documents

		<ul style="list-style-type: none"> 1.1.1 Search for text 1.1.2 Link to locations within documents 1.1.4 Show and hide formatting symbols and hidden text <p>1.2 Format documents</p> <ul style="list-style-type: none"> 1.2.1 Set up document pages 1.2.2 Apply style sets 1.2.3 Insert and modify headers and footers <p>Insert header and footer elements Add built-in headers and footers Make the first page different</p> <ul style="list-style-type: none"> 1.2.4 Configure page background elements <p>Add page borders</p> <p>1.3 Save and share documents</p> <ul style="list-style-type: none"> 1.3.1 Save documents in alternative file formats 1.3.2 Modify basic document properties <p>1.4 Inspect documents for issues</p> <ul style="list-style-type: none"> 1.4.1 Locate and remove hidden properties and personal information 1.4.2 Locate and correct accessibility issues
7.2.2	Domain Practice - Insert and Format Text, Paragraphs, and Sections	<p>2.1 Insert text and paragraphs</p> <ul style="list-style-type: none"> 2.1.1 Find and replace text 2.1.2 Insert symbols and special characters <p>2.2 Format text and paragraphs</p> <ul style="list-style-type: none"> 2.2.1 Apply text effects 2.2.2 Apply formatting by using Format Painter 2.2.3 Set line and paragraph spacing and indentation 2.2.4 Apply built-in styles to text

		<p>2.2.5 Clear formatting</p> <p>2.3 Create and configure document sections</p> <p>2.3.1 Format text in multiple columns 2.3.2 Insert page, section, and column breaks</p>
7.2.3	Domain Practice - Manage Tables and Lists	<p>3.1 Create tables</p> <p>3.1.1 Convert text to tables 3.1.2 Convert tables to text 3.1.3 Create tables by specifying rows and columns</p> <p>3.2 Modify tables</p> <p>3.2.1 Sort table data 3.2.2 Configure cell margins and spacing 3.2.3 Merge and split cells 3.2.4 Resize tables, rows, and columns</p> <p>3.3 Create and modify lists</p> <p>3.3.1 Format paragraphs as numbered and bulleted lists 3.3.2 Change bullet characters and number formats 3.3.3 Define custom bullet characters and number formats</p> <p>Use a character from a different font as a bullet</p> <p>3.3.4 Increase and decrease list levels 3.3.5 Restart and continue list numbering 3.3.6 Set starting number values</p>
7.2.4	Domain Practice - Create and Manage References	<p>4.1 Create and manage reference elements</p> <p>4.1.1 Insert footnotes and endnotes 4.1.2 Modify footnote and endnote properties</p> <p>Convert footnotes to endnotes</p> <p>4.1.3 Create and modify bibliography citation sources</p>

		<p>4.1.4 Insert citations for bibliographies</p> <p>Insert placeholder citations</p> <p>4.2 Create and manage reference tables</p> <p>4.2.1 Insert tables of contents 4.2.2 Customize tables of contents</p> <p>Change number of shown levels</p> <p>4.2.3 Insert bibliographies</p>
7.2.5	Domain Practice - Insert and Format Graphic Elements	<p>5.1 Insert illustrations and text boxes</p> <p>5.1.1 Insert shapes 5.1.2 Insert pictures 5.1.3 Insert 3D models</p> <p>5.2 Format illustrations and text boxes</p> <p>5.2.1 Apply artistic effects 5.2.2 Apply picture effects and picture styles 5.2.4 Format graphic elements 5.2.5 Format SmartArt graphics 5.2.6 Format 3D models</p> <p>5.3 Add text to graphic elements</p> <p>5.3.2 Add and modify text in shapes 5.3.3 Add and modify SmartArt graphic content</p> <p>5.4 Modify graphic elements</p> <p>5.4.1 Position objects</p> <p>Position objects with alignment tools</p> <p>5.4.2 Wrap text around objects 5.4.3 Add alternative text to objects for accessibility</p>

7.2.6	Domain Practice - Manage Document Collaboration	<p>6.1 Add and manage comments</p> <p>6.1.3 Resolve comments 6.1.4 Delete comments</p> <p>6.2 Manage change tracking</p> <p>6.2.1 Track changes 6.2.2 Review tracked changes 6.2.3 Accept and reject tracked changes</p>
7.3	Practice Exams: Word Associate 2019 (MO-100)	
7.3.1	Microsoft Word Associate Practice - Form A	
7.3.2	Microsoft Word Associate Practice - Form B	
8.0	Custom Styles	
8.1	Using Custom Styles and Themes	
8.1.1	Modify Existing Styles	
8.1.2	Create and Manage Styles	
8.1.3	Share Styles Between Documents	
8.1.4	Custom Design Sets	
8.1.5	Custom Styles and Themes Facts	
8.1.6	Skills Lab: Use Custom Styles and Themes	
8.1.7	Challenge Lab: Use Custom Styles and Themes	
8.1.8	Custom Styles and Themes Tips	

8.1.9	Applied Lab: Create a Design Guide, Part 1	
8.1.10	Applied Lab: Create a Design Guide, Part 2	
8.2	Using Charts	
8.2.1	Chart Types	
8.2.2	Creating Charts in Word	
8.2.3	Editing Chart Data	
8.2.4	Formatting Charts	
8.2.5	Chart Facts	
8.2.6	Skills Lab: Use Charts	
8.2.7	Challenge Lab: Use Charts	
8.2.8	Chart Tips	
8.2.9	Applied Lab: Create a Sales Report	
8.2.10	Applied Lab: Design a Grade Summary	
9.0	Advanced Editing and References	
9.1	Advanced Find and Replace	
9.1.1	Find and Replace Options	
9.1.2	Find and Replace Formatting	
9.1.3	Find and Replace Special Characters	

9.1.4	Searching with Wildcards	
9.1.5	Advanced Find and Replace Facts	
9.1.6	Skills Lab: Advanced Find and Replace	
9.1.7	Challenge Lab: Advanced Find and Replace	
9.1.8	Advanced Find and Replace Tips	
9.1.9	Applied Lab: Format Poems	
9.1.10	Applied Lab: Edit a Research Paper	
9.2	Indexes and Captions	
9.2.1	Index Entries	
9.2.2	Create and Manage an Index	
9.2.3	Figure and Table Captions	
9.2.4	The Table of Figures	
9.2.5	Index and Captions Facts	
9.2.6	Skills Lab: Indexes and Captions	
9.2.7	Challenge Lab: Indexes and Captions	
9.2.8	Index and Caption Tips	
9.2.9	Applied Lab: Create a Character Index	
9.2.10	Applied Lab: Annotate a Research Paper	

9.3	Review and Protect Documents	
9.3.1	Using Different Languages	
9.3.2	Document Display Options	
9.3.3	Restrict Document Access	
9.3.4	Combining Revisions	
9.3.5	Using Master and Subdocuments	
9.3.6	Review and Protection Facts	
9.3.7	Skills Lab: Review and Protect Documents	
9.3.8	Challenge Lab: Review and Protect Documents	
9.3.9	Review and Protect Tips	
9.3.10	Applied Lab: Format a Magazine Article	
9.3.11	Applied Lab: Protect a Business Proposal	
10.0	Automatic Document Content	
10.1	Forms and Fields	
10.1.1	Building Blocks	
10.1.2	Customize Fields	
10.1.3	Content Controls	
10.1.4	Forms and Fields Facts	

10.1.5	Skills Lab: Forms and Fields	
10.1.6	Challenge Lab: Forms and Fields	
10.1.7	Forms and Fields Tips	
10.1.8	Applied Lab: Create an Order Form	
10.1.9	Applied Lab: Format an Inventory Record	
10.2	Mail Merge	
10.2.1	Intro to Mail Merge	
10.2.2	Mail Merge for Envelopes	
10.2.3	Mail Merge for Labels	
10.2.4	Mail Merge Facts	
10.2.5	Skills Lab: Mail Merge	
10.2.6	Challenge Lab: Mail Merge	
10.2.7	Mail Merge Tips	
10.2.8	Applied Lab: Send a Business Letter	
10.2.9	Applied Lab: Create a Label Sheet	
10.3	Using Macros	
10.3.1	Intro to Macros	
10.3.2	Macro Shortcuts	

10.3.3	Macro Management	
10.3.4	Macro Facts	
10.3.5	Skills Lab: Use Macros	
10.3.6	Challenge Lab: Use Macros	
10.3.7	Macro Tips	
10.3.8	Applied Lab: Create a Recital Program	
10.3.9	Applied Lab: Create an Advertisement	
11.0	MOS Word Expert (MO-101) Practice Exams	
11.1	Preparing for MOS Certification	
11.1.1	Preparing for the MOS Exams	
11.1.2	Performing Unfamiliar Tasks	
11.1.3	Using TestOut MOS Practice Exams	
11.1.4	MOS Exam Objectives	
11.1.5	Taking an MOS Exam	
11.2	Domain Practice Labs: Word Expert 2019 (MO-101)	
11.2.1	Domain Practice - Manage Document Options and Settings	
11.2.2	Domain Practice - Use Advanced Editing and Formatting Features	
11.2.3	Domain Practice - Create Custom Document Elements	

11.2.4	Domain Practice - Use Advanced Word Features	
11.3	Practice Exams: Word Expert 2019 (MO-101)	
11.3.1	Microsoft Word Expert Practice - Form A	
11.3.2	Microsoft Word Expert Practice - Form B	
12.0	TestOut Pro Certified: Microsoft Word® Advanced Practice Exams	
12.1	Prepare for TestOut Pro Certified: Microsoft Word® Advanced Certification	
12.1.1	Pro Exam Objectives	
12.1.2	Pro Exam Objectives by Course Section	
12.1.3	How to take the Pro Exam	
12.1.4	Pro Exam FAQs	
12.2	TestOut Pro Certified: Microsoft Word® Advanced Exam Domain Review	
12.2.1	Pro Domain 1: Advanced Document Content and Design	
12.2.2	Pro Domain 2: Advanced Workflows and Features	
12.3	TestOut Pro Certified: Microsoft Word® Advanced Practice Exam	
	Microsoft Word Basics	
	Word Basics Cumulative Exam (ch 1-5)	

Objective Mapping: MOS Word Expert 365 Apps and 2019 (MO-101) Objectives to LabSim Section

The TestOut Pro Certified: Microsoft Word® course and certification exam cover the following Microsoft Word Expert 2019 (MO-101) objectives:

#	Domain	Resource
1.0	Manage Document Options and Settings	
1.1	Manage documents and templates	
	1.1.1 Modify existing document templates	4.4.3 Word Templates 4.4.5 Skills Lab: Use Themes, Styles, and Templates 11.2.1 Domain Practice - Manage Document Options and Settings
	1.1.2 Manage document versions	
	1.1.3 Compare and combine multiple documents	9.3.4 Combining Revisions 9.3.7 Skills Lab: Review and Protect Documents 11.2.1 Domain Practice - Manage Document Options and Settings
	1.1.4 Link to external document content	
	1.1.5 Enable macros in a document	10.3.4 Macro Facts 10.3.5 Skills Lab: Use Macros 11.2.1 Domain Practice - Manage Document Options and Settings
	Enable macros	11.2.1 Domain Practice - Manage Document Options and Settings
	Disable macros	
	1.1.6 Customize the Quick Access toolbar	2.1.4 Beyond the Ribbon 2.2.2 Customizing Toolbars and Ribbons 11.2.1 Domain Practice - Manage Document Options and Settings

	1.1.7 Display hidden ribbon tabs	2.2.2 Customizing Toolbars and Ribbons 2.2.4 Skills Lab: Customize Views and Options 10.3.5 Skills Lab: Use Macros 11.2.1 Domain Practice - Manage Document Options and Settings
	1.1.8 Change the Normal template default font	8.1.5 Custom Styles and Themes Facts 8.1.6 Skills Lab: Use Custom Styles and Themes 11.2.1 Domain Practice - Manage Document Options and Settings
1.2	Prepare documents for collaboration	
	1.2.1 Restrict editing	9.3.7 Skills Lab: Review and Protect Documents 11.2.1 Domain Practice - Manage Document Options and Settings
	Restrict formatting to a list of styles	11.2.1 Domain Practice - Manage Document Options and Settings
	Remove restriction from specific document text	
	1.2.2 Protect documents by using passwords	5.3.2 Distributing Files 9.3.7 Skills Lab: Review and Protect Documents 11.2.1 Domain Practice - Manage Document Options and Settings
	Encrypt document with a password	11.2.1 Domain Practice - Manage Document Options and Settings
	Lock and unlock Track Changes	
1.3	Use and configure language options	
	1.3.1 Configure editing and display languages	9.3.1 Using Different Languages 9.3.7 Skills Lab: Review and Protect Documents 11.2.1 Domain Practice - Manage Document Options and Settings
	1.3.2 Use language-specific features	9.3.1 Using Different Languages 9.3.7 Skills Lab: Review and Protect Documents 11.2.1 Domain Practice - Manage Document Options and Settings

2.0	Use Advanced Editing and Formatting Features	
2.1	Find, replace, and paste document content	
	2.1.1 Find and replace text by using wildcards and special characters	9.1.3 Find and Replace Special Characters 9.1.4 Searching with Wildcards 9.1.6 Skills Lab: Advanced Find and Replace 11.2.2 Domain Practice - Use Advanced Editing and Formatting Features
	2.1.2 Find and replace formatting and styles	9.1.2 Find and Replace Formatting 9.1.6 Skills Lab: Advanced Find and Replace 11.2.2 Domain Practice - Use Advanced Editing and Formatting Features
	2.1.3 Apply Paste Options	3.1.2 The Clipboard 3.1.7 Skills Lab: Create Documents 9.1.6 Skills Lab: Advanced Find and Replace 11.2.2 Domain Practice - Use Advanced Editing and Formatting Features
2.2	Configure paragraph layout options	
	2.2.1 Configure hyphenation and line numbers	9.3.7 Skills Lab: Review and Protect Documents 11.2.2 Domain Practice - Use Advanced Editing and Formatting Features
	2.2.2 Set paragraph pagination options	9.3.7 Skills Lab: Review and Protect Documents 11.2.2 Domain Practice - Use Advanced Editing and Formatting Features
2.3	Create and manage styles	
	2.3.1 Create paragraph and character styles	8.1.2 Create and Manage Styles 8.1.6 Skills Lab: Use Custom Styles and Themes

		11.2.2 Domain Practice - Use Advanced Editing and Formatting Features
	2.3.2 Modify existing styles	4.4.1 Word Styles 8.1.1 Modify Existing Styles 8.1.6 Skills Lab: Use Custom Styles and Themes 11.2.2 Domain Practice - Use Advanced Editing and Formatting Features
	2.3.3 Copy styles to other documents or templates	8.1.3 Share Styles Between Documents 8.1.6 Skills Lab: Use Custom Styles and Themes 11.2.2 Domain Practice - Use Advanced Editing and Formatting Features
3.0	Create Custom Document Elements	
3.1	Create and modify building blocks	
	3.1.1 Create QuickParts	10.1.1 Building Blocks 10.1.5 Skills Lab: Forms and Fields 11.2.3 Domain Practice - Create Custom Document Elements
	3.1.2 Manage building blocks	10.1.1 Building Blocks 10.1.5 Skills Lab: Forms and Fields 11.2.3 Domain Practice - Create Custom Document Elements
3.2	Create custom design elements	
	3.2.1 Create custom color sets	8.1.4 Custom Design Sets 8.1.6 Skills Lab: Use Custom Styles and Themes 11.2.3 Domain Practice - Create Custom Document Elements
	3.2.2 Create custom font sets	8.1.4 Custom Design Sets 8.1.6 Skills Lab: Use Custom Styles and Themes 11.2.3 Domain Practice - Create Custom Document Elements

	3.2.3 Create custom themes	8.1.4 Custom Design Sets 8.1.6 Skills Lab: Use Custom Styles and Themes 11.2.3 Domain Practice - Create Custom Document Elements
	3.2.4 Create custom style sets	8.1.4 Custom Design Sets 8.1.6 Skills Lab: Use Custom Styles and Themes 11.2.3 Domain Practice - Create Custom Document Elements
3.3	Create and manage indexes	
	3.3.1 Mark index entries	9.2.1 Index Entries 9.2.6 Skills Lab: Indexes and Captions 11.2.3 Domain Practice - Create Custom Document Elements
	3.3.2 Create indexes	9.2.2 Create and Manage an Index 9.2.6 Skills Lab: Indexes and Captions 11.2.3 Domain Practice - Create Custom Document Elements
	3.3.3 Update indexes	9.2.2 Create and Manage an Index 9.2.6 Skills Lab: Indexes and Captions 11.2.3 Domain Practice - Create Custom Document Elements
3.4	Create and manage tables of figures	
	3.4.1 Insert figure and table captions	9.2.3 Figure and Table Captions 9.2.6 Skills Lab: Indexes and Captions 11.2.3 Domain Practice - Create Custom Document Elements
	3.4.2 Configure caption properties	9.2.3 Figure and Table Captions 9.2.6 Skills Lab: Indexes and Captions 11.2.3 Domain Practice - Create Custom Document Elements
	3.4.3 Insert and modify a table of figures	9.2.4 The Table of Figures 9.2.6 Skills Lab: Indexes and Captions

		11.2.3 Domain Practice - Create Custom Document Elements
4.0	Use Advanced Word Features	
4.1	Mange forms, fields, and controls	
	4.1.1 Add custom fields	10.1.2 Customize Fields 10.1.5 Skills Lab: Forms and Fields 11.2.4 Domain Practice - Use Advanced Word Features
	Insert document property fields	11.2.4 Domain Practice - Use Advanced Word Features
	Insert date fields	11.2.4 Domain Practice - Use Advanced Word Features
	4.1.2 Modify field properties	10.1.2 Customize Fields 10.1.5 Skills Lab: Forms and Fields 11.2.4 Domain Practice - Use Advanced Word Features
	4.1.3 Insert standard content controls	10.1.3 Content Controls 10.1.5 Skills Lab: Forms and Fields 11.2.4 Domain Practice - Use Advanced Word Features
	4.1.4 Configure standard content controls	10.1.3 Content Controls 10.1.5 Skills Lab: Forms and Fields 11.2.4 Domain Practice - Use Advanced Word Features
4.2	Create and modify macros	
	4.2.1 Record simple macros	10.3.5 Skills Lab: Use Macros 11.2.4 Domain Practice - Use Advanced Word Features
	4.2.2 Name simple macros	10.3.5 Skills Lab: Use Macros 11.2.4 Domain Practice - Use Advanced Word Features
	4.2.3 Edit simple macros	10.3.5 Skills Lab: Use Macros

		11.2.4 Domain Practice - Use Advanced Word Features
	4.2.4 Copy macros to other documents or templates	10.3.5 Skills Lab: Use Macros 11.2.4 Domain Practice - Use Advanced Word Features
4.3	Perform mail merges	
	4.3.1 Manage recipient lists	10.2.1 Intro to Mail Merge 10.2.2 Mail Merge for Envelopes 10.2.5 Skills Lab: Mail Merge 11.2.4 Domain Practice - Use Advanced Word Features
	4.3.2 Insert merged fields	10.2.1 Intro to Mail Merge 10.2.5 Skills Lab: Mail Merge 11.2.4 Domain Practice - Use Advanced Word Features
	4.3.3 Preview merge results	10.2.1 Intro to Mail Merge 10.2.5 Skills Lab: Mail Merge 11.2.4 Domain Practice - Use Advanced Word Features
	4.3.4 Create merged documents, labels, and envelopes	10.2.1 Intro to Mail Merge 10.2.2 Mail Merge for Envelopes 10.2.3 Mail Merge for Labels 10.2.5 Skills Lab: Mail Merge 11.2.4 Domain Practice - Use Advanced Word Features

Objective Mapping:

LabSim Section to MOS Word Expert 365 Apps and 2019 (MO-101) Objectives

The TestOut Pro Certified: Microsoft Word® course covers the following Microsoft Word Expert 2019 (MO-101) exam objectives:

Section	Title	Objectives
1.0	Course Overview	
1.1	Word and the Microsoft Office Suite	
1.1.1	The Microsoft Office Suite	
1.1.2	Introduction to Microsoft Word	
1.1.3	Word Tasks Overview	
1.2	Course Features	
1.2.1	Introduction to TestOut's Microsoft Word® Course	
1.2.2	Course Overview	
1.2.3	Course Objectives	
1.2.4	Tips for Mac Users	
1.2.5	Using the Simulated Labs	
1.2.6	Keyboard Shortcuts in Labs	
1.2.7	Tips for Chromebook Users	
2.0	Common Office Features	
2.1	Getting Started with Office	

2.1.1	Microsoft Office Versions	
2.1.2	Learning Office Applications	
2.1.3	The Ribbon	
2.1.4	Beyond the Ribbon	1.1 Manage documents and templates 1.1.6 Customize the Quick Access toolbar
2.1.5	Backstage View Options	
2.1.6	Common Office Application Features	
2.1.7	Desktop vs. Web Applications	
2.1.8	Skills Lab: Get Started with Office	
2.1.9	Challenge Lab: Get Started with Office	
2.2	Customizing Views and Options	
2.2.1	Document Views	
2.2.2	Customizing Toolbars and Ribbons	1.1 Manage documents and templates 1.1.6 Customize the Quick Access toolbar 1.1.7 Display hidden ribbon tabs
2.2.3	Customization Facts	
2.2.4	Skills Lab: Customize Views and Options	1.1 Manage documents and templates 1.1.7 Display hidden ribbon tabs
2.2.5	Challenge Lab: Customize Views and Options	

2.3	Printing Files	
2.3.1	Printing Options in Office Applications	
2.3.2	Office Printing Facts	
2.3.3	Skills Lab: Print Files	
2.3.4	Challenge Lab: Print Files	
2.4	Navigating Files	
2.4.1	Navigating Through a Word Document	
2.4.2	Navigating Through an Excel Workbook	
2.4.3	Navigation Facts	
2.4.4	Skills Lab: Navigate Files	
2.4.5	Challenge Lab: Navigate Files	
2.5	Working with Objects	
2.5.1	Formatting Images	
2.5.2	Formatting Shapes	
2.5.3	SmartArt	
2.5.4	Object Formatting Facts	
2.5.5	Skills Lab: Work with Objects	
2.5.6	Challenge Lab: Work with Objects	

3.0	Document and Text Basics	
3.1	Creating Documents and Using the Clipboard	
3.1.1	Text Selection	
3.1.2	The Clipboard	2.1 Find, replace, and paste document content 2.1.3 Apply Paste Options
3.1.3	Document File Formats	
3.1.4	Word Printing Tips	
3.1.5	Text Importing	
3.1.6	Document Creation Facts	
3.1.7	Skills Lab: Create Documents	2.1 Find, replace, and paste document content 2.1.3 Apply Paste Options
3.1.8	Challenge Lab: Create Documents	
3.1.9	Document Creation Tips	
3.1.10	Applied Lab: Prepare a Business Memo	
3.1.11	Applied Lab: Reorganize Class Notes	
3.2	Modifying Fonts	
3.2.1	Font Changes	
3.2.2	Font Choices	

3.2.3	Font Facts	
3.2.4	Skills Lab: Modify Fonts	
3.2.5	Challenge Lab: Modify Fonts	
3.2.6	Font Tips	
3.2.7	Applied Lab: Prepare a Resume	
3.2.8	Applied Lab: Format a Math Worksheet	
3.3	Formatting Paragraphs	
3.3.1	Paragraph and Line Spacing	
3.3.2	Indentation and Tabs	
3.3.3	Bulleted and Numbered Lists	
3.3.4	Paragraph Borders and Shading	
3.3.5	Paragraph Formatting Facts	
3.3.6	Skills Lab: Format Paragraphs	
3.3.7	Challenge Lab: Format Paragraphs	
3.3.8	Paragraph Formatting Tips	
3.3.9	Applied Lab: Format Research Paper Paragraphs	
3.3.10	Applied Lab: Format Lists	
3.4	Editing Documents	

3.4.1	AutoCorrect Options	
3.4.2	Spell Checking	
3.4.3	The Thesaurus	
3.4.4	Document Editing Facts	
3.4.5	Skills Lab: Edit Documents	
3.4.6	Challenge Lab: Edit Documents	
3.4.7	Document Editing Tips	
3.4.8	Applied Lab: Edit an Essay	
3.4.9	Applied Lab: Edit a Newspaper Article	
4.0	Document Formatting and Graphics	
4.1	Formatting Pages	
4.1.1	Page Layout Options	
4.1.2	Page and Column Breaks	
4.1.3	Tab Stops	
4.1.4	Page Formatting Facts	
4.1.5	Skills Lab: Format Pages	
4.1.6	Challenge Lab: Format Pages	
4.1.7	Page Formatting Tips	

4.1.8	Applied Lab: Format a Report Draft	
4.1.9	Applied Lab: Format a Music Program	
4.2	Inserting Illustrations and Other Elements	
4.2.1	Text Wrap Options	
4.2.2	Illustration Formatting	
4.2.3	Building Blocks and Other Elements	
4.2.4	3D Models	
4.2.5	Word Illustration Facts	
4.2.6	Skills Lab: Insert Illustrations	
4.2.7	Challenge Lab: Insert Illustrations	
4.2.8	Word Illustration Tips	
4.2.9	Applied Lab: Insert Images for a Poster	
4.2.10	Applied Lab: Insert Images for a Flyer	
4.3	Creating and Formatting Tables	
4.3.1	Word Tables	
4.3.2	Table Formatting	
4.3.3	Advanced Table Formatting	
4.3.4	Word Table Facts	

4.3.5	Skills Lab: Create and Format Tables	
4.3.6	Challenge Lab: Create and Format Tables	
4.3.7	Word Table Tips	
4.3.8	Applied Lab: Format a Calendar	
4.3.9	Applied Lab: Format Tables for a Sales Report	
4.4	Using Themes, Styles, and Templates	
4.4.1	Word Styles	2.3 Create and manage styles 2.3.2 Modify existing styles
4.4.2	Themes and Style Sets	
4.4.3	Word Templates	1.1 Manage documents and templates 1.1.1 Modify existing document templates
4.4.4	Word Theme & Style Facts	
4.4.5	Skills Lab: Use Themes, Styles, and Templates	1.1 Manage documents and templates 1.1.1 Modify existing document templates
4.4.6	Challenge Lab: Use Themes, Styles, and Templates	
4.4.7	Word Theme & Style Tips	
4.4.8	Applied Lab: Create a Certificate Using a Template	
4.4.9	Applied Lab: Format a Newsletter	

5.0	Academic and Workplace Features	
5.1	Managing References	
5.1.1	Citations and References	
5.1.2	Footnotes, Endnotes, and Advanced Citations	
5.1.3	Table of Contents	
5.1.4	Reference Facts	
5.1.5	Skills Lab: Manage References	
5.1.6	Challenge Lab: Manage References	
5.1.7	Reference Tips	
5.1.8	Applied Lab: Manage Essay References	
5.1.9	Applied Lab: Add References to Research Report	
5.2	Managing Headers, Footers, and Sections	
5.2.1	Headers and Footers	
5.2.2	Header and Footer Options	
5.2.3	Next Page Section Breaks	
5.2.4	Continuous Section Breaks	
5.2.5	Word Header, Footer, & Section Facts	
5.2.6	Skills Lab: Manage Headers, Footers, and Sections	

5.2.7	Challenge Lab: Manage Headers, Footers, and Sections	
5.2.8	Word Header, Footer, & Section Tips	
5.2.9	Applied Lab: Format a Research Paper with Sections	
5.2.10	Applied Lab: Format a Survey Report	
5.3	Using Office Collaboration Features	
5.3.1	Track Changes and Comments	
5.3.2	Distributing Files	1.2 Prepare documents for collaboration 1.2.2 Protect documents by using passwords
5.3.3	Collaboration Facts	
5.3.4	Skills Lab: Use Collaboration Features	
5.3.5	Challenge Lab: Use Collaboration Features	
5.3.6	Collaboration Tips	
5.3.7	Applied Lab: Prepare a Business Memo for Distribution	
5.3.8	Applied Lab: Prepare an Online Resume	
6.0	Word Associate Live Projects	
6.1	Word Live Projects	
6.1.1	How to Use Word Live Projects	
6.1.2	Installing the Optional Task Guide in Word	

6.1.3	Additional Tips for Word Live Projects	
6.1.4	Word Project: Create an Event Flyer	
6.1.5	Word Project: Format a Sales Report	
6.1.6	Word Project: Format and Add Citations for a White Paper	
7.0	MOS Word Associate (MO-100) Practice Exams	
7.1	Preparing for MOS Certification	
7.1.1	Preparing for the MOS Exams	
7.1.2	Performing Unfamiliar Tasks	
7.1.3	Using TestOut MOS Practice Exams	
7.1.4	MOS Exam Objectives	
7.1.5	Taking an MOS Exam	
7.2	Domain Practice Labs: Word Associate 2019 (MO-100)	
7.2.1	Domain Practice - Manage Documents	
7.2.2	Domain Practice - Insert and Format Text, Paragraphs, and Sections	
7.2.3	Domain Practice - Manage Tables and Lists	
7.2.4	Domain Practice - Create and Manage References	
7.2.5	Domain Practice - Insert and Format Graphic Elements	
7.2.6	Domain Practice - Manage Document Collaboration	

7.3	Practice Exams: Word Associate 2019 (MO-100)	
7.3.1	Microsoft Word Associate Practice - Form A	
7.3.2	Microsoft Word Associate Practice - Form B	
8.0	Custom Styles	
8.1	Using Custom Styles and Themes	
8.1.1	Modify Existing Styles	2.3 Create and manage styles 2.3.2 Modify existing styles
8.1.2	Create and Manage Styles	2.3 Create and manage styles 2.3.1 Create paragraph and character styles
8.1.3	Share Styles Between Documents	2.3 Create and manage styles 2.3.3 Copy styles to other documents or templates
8.1.4	Custom Design Sets	3.2 Create custom design elements 3.2.1 Create custom color sets 3.2.2 Create custom font sets 3.2.3 Create custom themes 3.2.4 Create custom style sets
8.1.5	Custom Styles and Themes Facts	1.1 Manage documents and templates 1.1.8 Change the Normal template default font
8.1.6	Skills Lab: Use Custom Styles and Themes	1.1 Manage documents and templates

		<p>1.1.8 Change the Normal template default font</p> <p>2.3 Create and manage styles</p> <p>2.3.1 Create paragraph and character styles 2.3.2 Modify existing styles 2.3.3 Copy styles to other documents or templates</p> <p>3.2 Create custom design elements</p> <p>3.2.1 Create custom color sets 3.2.2 Create custom font sets 3.2.3 Create custom themes 3.2.4 Create custom style sets</p>
8.1.7	Challenge Lab: Use Custom Styles and Themes	
8.1.8	Custom Styles and Themes Tips	
8.1.9	Applied Lab: Create a Design Guide, Part 1	
8.1.10	Applied Lab: Create a Design Guide, Part 2	
8.2	Using Charts	
8.2.1	Chart Types	
8.2.2	Creating Charts in Word	
8.2.3	Editing Chart Data	
8.2.4	Formatting Charts	
8.2.5	Chart Facts	
8.2.6	Skills Lab: Use Charts	

8.2.7	Challenge Lab: Use Charts	
8.2.8	Chart Tips	
8.2.9	Applied Lab: Create a Sales Report	
8.2.10	Applied Lab: Design a Grade Summary	
9.0	Advanced Editing and References	
9.1	Advanced Find and Replace	
9.1.1	Find and Replace Options	
9.1.2	Find and Replace Formatting	2.1 Find, replace, and paste document content 2.1.2 Find and replace formatting and styles
9.1.3	Find and Replace Special Characters	2.1 Find, replace, and paste document content 2.1.1 Find and replace text by using wildcards and special characters
9.1.4	Searching with Wildcards	2.1 Find, replace, and paste document content 2.1.1 Find and replace text by using wildcards and special characters
9.1.5	Advanced Find and Replace Facts	
9.1.6	Skills Lab: Advanced Find and Replace	2.1 Find, replace, and paste document content 2.1.1 Find and replace text by using wildcards and special characters 2.1.2 Find and replace formatting and styles 2.1.3 Apply Paste Options

9.1.7	Challenge Lab: Advanced Find and Replace	
9.1.8	Advanced Find and Replace Tips	
9.1.9	Applied Lab: Format Poems	
9.1.10	Applied Lab: Edit a Research Paper	
9.2	Indexes and Captions	
9.2.1	Index Entries	3.3 Create and manage indexes 3.3.1 Mark index entries
9.2.2	Create and Manage an Index	3.3 Create and manage indexes 3.3.2 Create indexes 3.3.3 Update indexes
9.2.3	Figure and Table Captions	3.4 Create and manage tables of figures 3.4.1 Insert figure and table captions 3.4.2 Configure caption properties
9.2.4	The Table of Figures	3.4 Create and manage tables of figures 3.4.3 Insert and modify a table of figures
9.2.5	Index and Captions Facts	
9.2.6	Skills Lab: Indexes and Captions	3.3 Create and manage indexes 3.3.1 Mark index entries 3.3.2 Create indexes 3.3.3 Update indexes

		3.4 Create and manage tables of figures 3.4.1 Insert figure and table captions 3.4.2 Configure caption properties 3.4.3 Insert and modify a table of figures
9.2.7	Challenge Lab: Indexes and Captions	
9.2.8	Index and Caption Tips	
9.2.9	Applied Lab: Create a Character Index	
9.2.10	Applied Lab: Annotate a Research Paper	
9.3	Review and Protect Documents	
9.3.1	Using Different Languages	1.3 Use and configure language options 1.3.1 Configure editing and display languages 1.3.2 Use language-specific features
9.3.2	Document Display Options	
9.3.3	Restrict Document Access	
9.3.4	Combining Revisions	1.1 Manage documents and templates 1.1.3 Compare and combine multiple documents
9.3.5	Using Master and Subdocuments	
9.3.6	Review and Protection Facts	
9.3.7	Skills Lab: Review and Protect Documents	1.1 Manage documents and templates 1.1.3 Compare and combine multiple documents

		<p>1.2 Prepare documents for collaboration</p> <p>1.2.1 Restrict editing 1.2.2 Protect documents by using passwords</p> <p>1.3 Use and configure language options</p> <p>1.3.1 Configure editing and display languages 1.3.2 Use language-specific features</p> <p>2.2 Configure paragraph layout options</p> <p>2.2.1 Configure hyphenation and line numbers 2.2.2 Set paragraph pagination options</p>
9.3.8	Challenge Lab: Review and Protect Documents	
9.3.9	Review and Protect Tips	
9.3.10	Applied Lab: Format a Magazine Article	
9.3.11	Applied Lab: Protect a Business Proposal	
10.0	Automatic Document Content	
10.1	Forms and Fields	
10.1.1	Building Blocks	<p>3.1 Create and modify building blocks</p> <p>3.1.1 Create QuickParts 3.1.2 Manage building blocks</p>
10.1.2	Customize Fields	<p>4.1 Manage forms, fields, and controls</p> <p>4.1.1 Add custom fields 4.1.2 Modify field properties</p>

10.1.3	Content Controls	<p>4.1 Manage forms, fields, and controls</p> <p>4.1.3 Insert standard content controls 4.1.4 Configure standard content controls</p>
10.1.4	Forms and Fields Facts	
10.1.5	Skills Lab: Forms and Fields	<p>3.1 Create and modify building blocks</p> <p>3.1.1 Create QuickParts 3.1.2 Manage building blocks</p> <p>4.1 Manage forms, fields, and controls</p> <p>4.1.1 Add custom fields 4.1.2 Modify field properties 4.1.3 Insert standard content controls 4.1.4 Configure standard content controls</p>
10.1.6	Challenge Lab: Forms and Fields	
10.1.7	Forms and Fields Tips	
10.1.8	Applied Lab: Create an Order Form	
10.1.9	Applied Lab: Format an Inventory Record	
10.2	Mail Merge	
10.2.1	Intro to Mail Merge	<p>4.3 Perform mail merges</p> <p>4.3.1 Manage recipient lists 4.3.2 Insert merged fields 4.3.3 Preview merge results 4.3.4 Create merged documents, labels, and envelopes</p>
10.2.2	Mail Merge for Envelopes	4.3 Perform mail merges

		<p>4.3.1 Manage recipient lists</p> <p>4.3.4 Create merged documents, labels, and envelopes</p>
10.2.3	Mail Merge for Labels	<p>4.3 Perform mail merges</p> <p>4.3.4 Create merged documents, labels, and envelopes</p>
10.2.4	Mail Merge Facts	
10.2.5	Skills Lab: Mail Merge	<p>4.3 Perform mail merges</p> <p>4.3.1 Manage recipient lists</p> <p>4.3.2 Insert merged fields</p> <p>4.3.3 Preview merge results</p> <p>4.3.4 Create merged documents, labels, and envelopes</p>
10.2.6	Challenge Lab: Mail Merge	
10.2.7	Mail Merge Tips	
10.2.8	Applied Lab: Send a Business Letter	
10.2.9	Applied Lab: Create a Label Sheet	
10.3	Using Macros	
10.3.1	Intro to Macros	
10.3.2	Macro Shortcuts	
10.3.3	Macro Management	
10.3.4	Macro Facts	<p>1.1 Manage documents and templates</p> <p>1.1.5 Enable macros in a document</p>

10.3.5	Skills Lab: Use Macros	<p>1.1 Manage documents and templates</p> <p>1.1.5 Enable macros in a document 1.1.7 Display hidden ribbon tabs</p> <p>4.2 Create and modify macros</p> <p>4.2.1 Record simple macros 4.2.2 Name simple macros 4.2.3 Edit simple macros 4.2.4 Copy macros to other documents or templates</p>
10.3.6	Challenge Lab: Use Macros	
10.3.7	Macro Tips	
10.3.8	Applied Lab: Create a Recital Program	
10.3.9	Applied Lab: Create an Advertisement	
11.0	MOS Word Expert (MO-101) Practice Exams	
11.1	Preparing for MOS Certification	
11.1.1	Preparing for the MOS Exams	
11.1.2	Performing Unfamiliar Tasks	
11.1.3	Using TestOut MOS Practice Exams	
11.1.4	MOS Exam Objectives	
11.1.5	Taking an MOS Exam	
11.2	Domain Practice Labs: Word Expert 2019 (MO-101)	

11.2.1	Domain Practice - Manage Document Options and Settings	<p>1.1 Manage documents and templates</p> <ul style="list-style-type: none"> 1.1.1 Modify existing document templates 1.1.3 Compare and combine multiple documents 1.1.5 Enable macros in a document <p>Enable macros</p> <ul style="list-style-type: none"> 1.1.6 Customize the Quick Access toolbar 1.1.7 Display hidden ribbon tabs 1.1.8 Change the Normal template default font <p>1.2 Prepare documents for collaboration</p> <ul style="list-style-type: none"> 1.2.1 Restrict editing <p>Restrict formatting to a list of styles</p> <ul style="list-style-type: none"> 1.2.2 Protect documents by using passwords <p>Encrypt document with a password</p> <p>1.3 Use and configure language options</p> <ul style="list-style-type: none"> 1.3.1 Configure editing and display languages 1.3.2 Use language-specific features
11.2.2	Domain Practice - Use Advanced Editing and Formatting Features	<p>2.1 Find, replace, and paste document content</p> <ul style="list-style-type: none"> 2.1.1 Find and replace text by using wildcards and special characters 2.1.2 Find and replace formatting and styles 2.1.3 Apply Paste Options <p>2.2 Configure paragraph layout options</p> <ul style="list-style-type: none"> 2.2.1 Configure hyphenation and line numbers 2.2.2 Set paragraph pagination options <p>2.3 Create and manage styles</p>

		<ul style="list-style-type: none"> 2.3.1 Create paragraph and character styles 2.3.2 Modify existing styles 2.3.3 Copy styles to other documents or templates
11.2.3	Domain Practice - Create Custom Document Elements	<ul style="list-style-type: none"> 3.1 Create and modify building blocks <ul style="list-style-type: none"> 3.1.1 Create QuickParts 3.1.2 Manage building blocks 3.2 Create custom design elements <ul style="list-style-type: none"> 3.2.1 Create custom color sets 3.2.2 Create custom font sets 3.2.3 Create custom themes 3.2.4 Create custom style sets 3.3 Create and manage indexes <ul style="list-style-type: none"> 3.3.1 Mark index entries 3.3.2 Create indexes 3.3.3 Update indexes 3.4 Create and manage tables of figures <ul style="list-style-type: none"> 3.4.1 Insert figure and table captions 3.4.2 Configure caption properties 3.4.3 Insert and modify a table of figures
11.2.4	Domain Practice - Use Advanced Word Features	<ul style="list-style-type: none"> 4.1 Manage forms, fields, and controls <ul style="list-style-type: none"> 4.1.1 Add custom fields <ul style="list-style-type: none"> Insert document property fields Insert date fields 4.1.2 Modify field properties 4.1.3 Insert standard content controls 4.1.4 Configure standard content controls 4.2 Create and modify macros

		<ul style="list-style-type: none"> 4.2.1 Record simple macros 4.2.2 Name simple macros 4.2.3 Edit simple macros 4.2.4 Copy macros to other documents or templates <p>4.3 Perform mail merges</p> <ul style="list-style-type: none"> 4.3.1 Manage recipient lists 4.3.2 Insert merged fields 4.3.3 Preview merge results 4.3.4 Create merged documents, labels, and envelopes
11.3	Practice Exams: Word Expert 2019 (MO-101)	
11.3.1	Microsoft Word Expert Practice - Form A	
11.3.2	Microsoft Word Expert Practice - Form B	
12.0	TestOut Pro Certified: Microsoft Word® Advanced Practice Exams	
12.1	Prepare for TestOut Pro Certified: Microsoft Word® Advanced Certification	
12.1.1	Pro Exam Objectives	
12.1.2	Pro Exam Objectives by Course Section	
12.1.3	How to take the Pro Exam	
12.1.4	Pro Exam FAQs	
12.2	TestOut Pro Certified: Microsoft Word® Advanced Exam Domain Review	
12.2.1	Pro Domain 1: Advanced Document Content and Design	

12.2.2	Pro Domain 2: Advanced Workflows and Features	
12.3	TestOut Pro Certified: Microsoft Word® Advanced Practice Exam	
	Microsoft Word Basics	
	Word Basics Cumulative Exam (ch 1-5)	

Objective Mapping: TestOut Pro Certified: Microsoft Word® Advanced Objectives to LabSim Section

The TestOut Pro Certified: Microsoft Word® course and certification exam cover the following TestOut Pro Certified: Microsoft Word® Advanced objectives:

#	Domain	Resource
1.0	Advanced Document Content and Design	
1.1	Manage styles and advanced formatting	
	1.1.1 - Create and apply custom styles	
	1.1.2 - Use themes and custom design presets	8.1.9 Applied Lab: Create a Design Guide, Part 1
	1.1.3 - Set paragraph pagination	
1.2	Manage complex document elements	
	1.2.1 - Insert charts	8.2.9 Applied Lab: Create a Sales Report 8.2.10 Applied Lab: Design a Grade Summary
	1.2.2 - Use indexes	9.2.9 Applied Lab: Create a Character Index 9.2.10 Applied Lab: Annotate a Research Paper
	1.2.3 - Use captions and tables of figures	
2.0	Advanced Workflows and Features	
2.1	Manage large or unique documents	
	2.1.1 - Use advanced find and replace	9.1.9 Applied Lab: Format Poems 9.1.10 Applied Lab: Edit a Research Paper
	2.1.2 - Configure language options	9.3.10 Applied Lab: Format a Magazine Article

	2.1.3 - Customize the Ribbon	
2.2	Use advanced collaboration features	
	2.2.1 - Create and modify templates	8.1.10 Applied Lab: Create a Design Guide, Part 2
	2.2.2 - Protect and review documents	
	2.2.3 - Manage password protection	9.3.11 Applied Lab: Protect a Business Proposal
	2.2.4 - Create forms with content controls	10.1.8 Applied Lab: Create an Order Form
2.3	Automate document content	
	2.3.1 - Use dynamic fields in documents	10.1.9 Applied Lab: Format an Inventory Record
	2.3.2 - Create and run macros	10.3.8 Applied Lab: Create a Recital Program 10.3.9 Applied Lab: Create an Advertisement
	2.3.3 - Create personalized documents with mail merge	10.2.8 Applied Lab: Send a Business Letter 10.2.9 Applied Lab: Create a Label Sheet

Objective Mapping:

LabSim Section to TestOut Pro Certified: Microsoft Word® Advanced Objectives

The TestOut Pro Certified: Microsoft Word® course covers the following TestOut Pro Certified: Microsoft Word® Advanced exam objectives:

Section	Title	Objectives
1.0	Course Overview	
1.1	Word and the Microsoft Office Suite	
1.1.1	The Microsoft Office Suite	
1.1.2	Introduction to Microsoft Word	
1.1.3	Word Tasks Overview	
1.2	Course Features	
1.2.1	Introduction to TestOut's Microsoft Word® Course	
1.2.2	Course Overview	
1.2.3	Course Objectives	
1.2.4	Tips for Mac Users	
1.2.5	Using the Simulated Labs	
1.2.6	Keyboard Shortcuts in Labs	
1.2.7	Tips for Chromebook Users	
2.0	Common Office Features	
2.1	Getting Started with Office	

2.1.1	Microsoft Office Versions	
2.1.2	Learning Office Applications	
2.1.3	The Ribbon	
2.1.4	Beyond the Ribbon	
2.1.5	Backstage View Options	
2.1.6	Common Office Application Features	
2.1.7	Desktop vs. Web Applications	
2.1.8	Skills Lab: Get Started with Office	
2.1.9	Challenge Lab: Get Started with Office	
2.2	Customizing Views and Options	
2.2.1	Document Views	
2.2.2	Customizing Toolbars and Ribbons	
2.2.3	Customization Facts	
2.2.4	Skills Lab: Customize Views and Options	
2.2.5	Challenge Lab: Customize Views and Options	
2.3	Printing Files	
2.3.1	Printing Options in Office Applications	
2.3.2	Office Printing Facts	

2.3.3	Skills Lab: Print Files	
2.3.4	Challenge Lab: Print Files	
2.4	Navigating Files	
2.4.1	Navigating Through a Word Document	
2.4.2	Navigating Through an Excel Workbook	
2.4.3	Navigation Facts	
2.4.4	Skills Lab: Navigate Files	
2.4.5	Challenge Lab: Navigate Files	
2.5	Working with Objects	
2.5.1	Formatting Images	
2.5.2	Formatting Shapes	
2.5.3	SmartArt	
2.5.4	Object Formatting Facts	
2.5.5	Skills Lab: Work with Objects	
2.5.6	Challenge Lab: Work with Objects	
3.0	Document and Text Basics	
3.1	Creating Documents and Using the Clipboard	
3.1.1	Text Selection	

3.1.2	The Clipboard	
3.1.3	Document File Formats	
3.1.4	Word Printing Tips	
3.1.5	Text Importing	
3.1.6	Document Creation Facts	
3.1.7	Skills Lab: Create Documents	
3.1.8	Challenge Lab: Create Documents	
3.1.9	Document Creation Tips	
3.1.10	Applied Lab: Prepare a Business Memo	
3.1.11	Applied Lab: Reorganize Class Notes	
3.2	Modifying Fonts	
3.2.1	Font Changes	
3.2.2	Font Choices	
3.2.3	Font Facts	
3.2.4	Skills Lab: Modify Fonts	
3.2.5	Challenge Lab: Modify Fonts	
3.2.6	Font Tips	
3.2.7	Applied Lab: Prepare a Resume	

3.2.8	Applied Lab: Format a Math Worksheet	
3.3	Formatting Paragraphs	
3.3.1	Paragraph and Line Spacing	
3.3.2	Indentation and Tabs	
3.3.3	Bulleted and Numbered Lists	
3.3.4	Paragraph Borders and Shading	
3.3.5	Paragraph Formatting Facts	
3.3.6	Skills Lab: Format Paragraphs	
3.3.7	Challenge Lab: Format Paragraphs	
3.3.8	Paragraph Formatting Tips	
3.3.9	Applied Lab: Format Research Paper Paragraphs	
3.3.10	Applied Lab: Format Lists	
3.4	Editing Documents	
3.4.1	AutoCorrect Options	
3.4.2	Spell Checking	
3.4.3	The Thesaurus	
3.4.4	Document Editing Facts	
3.4.5	Skills Lab: Edit Documents	

3.4.6	Challenge Lab: Edit Documents	
3.4.7	Document Editing Tips	
3.4.8	Applied Lab: Edit an Essay	
3.4.9	Applied Lab: Edit a Newspaper Article	
4.0	Document Formatting and Graphics	
4.1	Formatting Pages	
4.1.1	Page Layout Options	
4.1.2	Page and Column Breaks	
4.1.3	Tab Stops	
4.1.4	Page Formatting Facts	
4.1.5	Skills Lab: Format Pages	
4.1.6	Challenge Lab: Format Pages	
4.1.7	Page Formatting Tips	
4.1.8	Applied Lab: Format a Report Draft	
4.1.9	Applied Lab: Format a Music Program	
4.2	Inserting Illustrations and Other Elements	
4.2.1	Text Wrap Options	
4.2.2	Illustration Formatting	

4.2.3	Building Blocks and Other Elements	
4.2.4	3D Models	
4.2.5	Word Illustration Facts	
4.2.6	Skills Lab: Insert Illustrations	
4.2.7	Challenge Lab: Insert Illustrations	
4.2.8	Word Illustration Tips	
4.2.9	Applied Lab: Insert Images for a Poster	
4.2.10	Applied Lab: Insert Images for a Flyer	
4.3	Creating and Formatting Tables	
4.3.1	Word Tables	
4.3.2	Table Formatting	
4.3.3	Advanced Table Formatting	
4.3.4	Word Table Facts	
4.3.5	Skills Lab: Create and Format Tables	
4.3.6	Challenge Lab: Create and Format Tables	
4.3.7	Word Table Tips	
4.3.8	Applied Lab: Format a Calendar	
4.3.9	Applied Lab: Format Tables for a Sales Report	

4.4	Using Themes, Styles, and Templates	
4.4.1	Word Styles	
4.4.2	Themes and Style Sets	
4.4.3	Word Templates	
4.4.4	Word Theme & Style Facts	
4.4.5	Skills Lab: Use Themes, Styles, and Templates	
4.4.6	Challenge Lab: Use Themes, Styles, and Templates	
4.4.7	Word Theme & Style Tips	
4.4.8	Applied Lab: Create a Certificate Using a Template	
4.4.9	Applied Lab: Format a Newsletter	
5.0	Academic and Workplace Features	
5.1	Managing References	
5.1.1	Citations and References	
5.1.2	Footnotes, Endnotes, and Advanced Citations	
5.1.3	Table of Contents	
5.1.4	Reference Facts	
5.1.5	Skills Lab: Manage References	
5.1.6	Challenge Lab: Manage References	

5.1.7	Reference Tips	
5.1.8	Applied Lab: Manage Essay References	
5.1.9	Applied Lab: Add References to Research Report	
5.2	Managing Headers, Footers, and Sections	
5.2.1	Headers and Footers	
5.2.2	Header and Footer Options	
5.2.3	Next Page Section Breaks	
5.2.4	Continuous Section Breaks	
5.2.5	Word Header, Footer, & Section Facts	
5.2.6	Skills Lab: Manage Headers, Footers, and Sections	
5.2.7	Challenge Lab: Manage Headers, Footers, and Sections	
5.2.8	Word Header, Footer, & Section Tips	
5.2.9	Applied Lab: Format a Research Paper with Sections	
5.2.10	Applied Lab: Format a Survey Report	
5.3	Using Office Collaboration Features	
5.3.1	Track Changes and Comments	
5.3.2	Distributing Files	
5.3.3	Collaboration Facts	

5.3.4	Skills Lab: Use Collaboration Features	
5.3.5	Challenge Lab: Use Collaboration Features	
5.3.6	Collaboration Tips	
5.3.7	Applied Lab: Prepare a Business Memo for Distribution	
5.3.8	Applied Lab: Prepare an Online Resume	
6.0	Word Associate Live Projects	
6.1	Word Live Projects	
6.1.1	How to Use Word Live Projects	
6.1.2	Installing the Optional Task Guide in Word	
6.1.3	Additional Tips for Word Live Projects	
6.1.4	Word Project: Create an Event Flyer	
6.1.5	Word Project: Format a Sales Report	
6.1.6	Word Project: Format and Add Citations for a White Paper	
7.0	MOS Word Associate (MO-100) Practice Exams	
7.1	Preparing for MOS Certification	
7.1.1	Preparing for the MOS Exams	
7.1.2	Performing Unfamiliar Tasks	
7.1.3	Using TestOut MOS Practice Exams	

7.1.4	MOS Exam Objectives	
7.1.5	Taking an MOS Exam	
7.2	Domain Practice Labs: Word Associate 2019 (MO-100)	
7.2.1	Domain Practice - Manage Documents	
7.2.2	Domain Practice - Insert and Format Text, Paragraphs, and Sections	
7.2.3	Domain Practice - Manage Tables and Lists	
7.2.4	Domain Practice - Create and Manage References	
7.2.5	Domain Practice - Insert and Format Graphic Elements	
7.2.6	Domain Practice - Manage Document Collaboration	
7.3	Practice Exams: Word Associate 2019 (MO-100)	
7.3.1	Microsoft Word Associate Practice - Form A	
7.3.2	Microsoft Word Associate Practice - Form B	
8.0	Custom Styles	
8.1	Using Custom Styles and Themes	
8.1.1	Modify Existing Styles	
8.1.2	Create and Manage Styles	
8.1.3	Share Styles Between Documents	
8.1.4	Custom Design Sets	

8.1.5	Custom Styles and Themes Facts	
8.1.6	Skills Lab: Use Custom Styles and Themes	
8.1.7	Challenge Lab: Use Custom Styles and Themes	
8.1.8	Custom Styles and Themes Tips	
8.1.9	Applied Lab: Create a Design Guide, Part 1	1.1 Manage styles and advanced formatting 1.1.2 - Use themes and custom design presets
8.1.10	Applied Lab: Create a Design Guide, Part 2	2.2 Use advanced collaboration features 2.2.1 - Create and modify templates
8.2	Using Charts	
8.2.1	Chart Types	
8.2.2	Creating Charts in Word	
8.2.3	Editing Chart Data	
8.2.4	Formatting Charts	
8.2.5	Chart Facts	
8.2.6	Skills Lab: Use Charts	
8.2.7	Challenge Lab: Use Charts	
8.2.8	Chart Tips	
8.2.9	Applied Lab: Create a Sales Report	1.2 Manage complex document elements

		1.2.1 - Insert charts
8.2.10	Applied Lab: Design a Grade Summary	1.2 Manage complex document elements 1.2.1 - Insert charts
9.0	Advanced Editing and References	
9.1	Advanced Find and Replace	
9.1.1	Find and Replace Options	
9.1.2	Find and Replace Formatting	
9.1.3	Find and Replace Special Characters	
9.1.4	Searching with Wildcards	
9.1.5	Advanced Find and Replace Facts	
9.1.6	Skills Lab: Advanced Find and Replace	
9.1.7	Challenge Lab: Advanced Find and Replace	
9.1.8	Advanced Find and Replace Tips	
9.1.9	Applied Lab: Format Poems	2.1 Manage large or unique documents 2.1.1 - Use advanced find and replace
9.1.10	Applied Lab: Edit a Research Paper	2.1 Manage large or unique documents 2.1.1 - Use advanced find and replace
9.2	Indexes and Captions	

9.2.1	Index Entries	
9.2.2	Create and Manage an Index	
9.2.3	Figure and Table Captions	
9.2.4	The Table of Figures	
9.2.5	Index and Captions Facts	
9.2.6	Skills Lab: Indexes and Captions	
9.2.7	Challenge Lab: Indexes and Captions	
9.2.8	Index and Caption Tips	
9.2.9	Applied Lab: Create a Character Index	1.2 Manage complex document elements 1.2.2 - Use indexes
9.2.10	Applied Lab: Annotate a Research Paper	1.2 Manage complex document elements 1.2.2 - Use indexes
9.3	Review and Protect Documents	
9.3.1	Using Different Languages	
9.3.2	Document Display Options	
9.3.3	Restrict Document Access	
9.3.4	Combining Revisions	
9.3.5	Using Master and Subdocuments	

9.3.6	Review and Protection Facts	
9.3.7	Skills Lab: Review and Protect Documents	
9.3.8	Challenge Lab: Review and Protect Documents	
9.3.9	Review and Protect Tips	
9.3.10	Applied Lab: Format a Magazine Article	2.1 Manage large or unique documents 2.1.2 - Configure language options
9.3.11	Applied Lab: Protect a Business Proposal	2.2 Use advanced collaboration features 2.2.3 - Manage password protection
10.0	Automatic Document Content	
10.1	Forms and Fields	
10.1.1	Building Blocks	
10.1.2	Customize Fields	
10.1.3	Content Controls	
10.1.4	Forms and Fields Facts	
10.1.5	Skills Lab: Forms and Fields	
10.1.6	Challenge Lab: Forms and Fields	
10.1.7	Forms and Fields Tips	
10.1.8	Applied Lab: Create an Order Form	2.2 Use advanced collaboration features

		2.2.4 - Create forms with content controls
10.1.9	Applied Lab: Format an Inventory Record	2.3 Automate document content 2.3.1 - Use dynamic fields in documents
10.2	Mail Merge	
10.2.1	Intro to Mail Merge	
10.2.2	Mail Merge for Envelopes	
10.2.3	Mail Merge for Labels	
10.2.4	Mail Merge Facts	
10.2.5	Skills Lab: Mail Merge	
10.2.6	Challenge Lab: Mail Merge	
10.2.7	Mail Merge Tips	
10.2.8	Applied Lab: Send a Business Letter	2.3 Automate document content 2.3.3 - Create personalized documents with mail merge
10.2.9	Applied Lab: Create a Label Sheet	2.3 Automate document content 2.3.3 - Create personalized documents with mail merge
10.3	Using Macros	
10.3.1	Intro to Macros	

10.3.2	Macro Shortcuts	
10.3.3	Macro Management	
10.3.4	Macro Facts	
10.3.5	Skills Lab: Use Macros	
10.3.6	Challenge Lab: Use Macros	
10.3.7	Macro Tips	
10.3.8	Applied Lab: Create a Recital Program	2.3 Automate document content 2.3.2 - Create and run macros
10.3.9	Applied Lab: Create an Advertisement	2.3 Automate document content 2.3.2 - Create and run macros
11.0	MOS Word Expert (MO-101) Practice Exams	
11.1	Preparing for MOS Certification	
11.1.1	Preparing for the MOS Exams	
11.1.2	Performing Unfamiliar Tasks	
11.1.3	Using TestOut MOS Practice Exams	
11.1.4	MOS Exam Objectives	
11.1.5	Taking an MOS Exam	
11.2	Domain Practice Labs: Word Expert 2019 (MO-101)	

11.2.1	Domain Practice - Manage Document Options and Settings	
11.2.2	Domain Practice - Use Advanced Editing and Formatting Features	
11.2.3	Domain Practice - Create Custom Document Elements	
11.2.4	Domain Practice - Use Advanced Word Features	
11.3	Practice Exams: Word Expert 2019 (MO-101)	
11.3.1	Microsoft Word Expert Practice - Form A	
11.3.2	Microsoft Word Expert Practice - Form B	
12.0	TestOut Pro Certified: Microsoft Word® Advanced Practice Exams	
12.1	Prepare for TestOut Pro Certified: Microsoft Word® Advanced Certification	
12.1.1	Pro Exam Objectives	
12.1.2	Pro Exam Objectives by Course Section	
12.1.3	How to take the Pro Exam	
12.1.4	Pro Exam FAQs	
12.2	TestOut Pro Certified: Microsoft Word® Advanced Exam Domain Review	
12.2.1	Pro Domain 1: Advanced Document Content and Design	
12.2.2	Pro Domain 2: Advanced Workflows and Features	
12.3	TestOut Pro Certified: Microsoft Word® Advanced Practice Exam	

	Microsoft Word Basics	
	Word Basics Cumulative Exam (ch 1-5)	